

## **Woodstock Planning and Zoning Regulation Review Subcommittee Meeting Minutes**

Thursday, March 1, 2012

Lower Level, Woodstock Town Hall Time: 7:30 p.m.

1. The meeting was called to order at 7:35 p.m.
2. Roll Call: S. Blodgett; G. Dickinson, M.D.; D. Fortin, Chair; J. Gordon, M.D. Absent: F. Rich; D. Young; K. Goldsmith; T. Serrine; D. Durst. Staff: D. Fey, AICP, Planner/ZEO.

### 3. Approval of minutes

#### a. February 9, 2012 Special Subcommittee Meeting

Motion to approve minutes of February 9<sup>th</sup> (J. Gordon, M.D. / G. Dickinson, M.D.) with the following corrections to the Roll Call: J. Adiletta; G. Dickinson, M.D. and L. White were also absent. All in favor, motion carries.

### 4. Citizen's Comments: none

Motion to add 'Town Planner Comments' as new #5 on the Agenda (G. Dickinson, M.D./ J. Gordon, M.D.). All in favor motion carries.

### 5. Town Planner Comments:

- a. D. Fey asks, about what the decision regarding 'structure categories' was, since a comment was still in the margin. The consensus was that they were previously revised and the text shown in DRAFT Zoning Regulations, Article IV after the General Dimensional Standards Summary table is the revised and most up-to-date text. D. Fey asks whether there is a minimum structure that needs a permit and where that would be incorporated into the regulations?
- b. D. Fey asked about the preferred outline style / section headings: The consensus was to continue with the current style and to review it and make corrections where necessary to make sure it is consistent throughout the entire document. Perhaps at the end before the final effective version, each article would have the article number in the header of each page.

### 6. Other from Commission (no discussion of pending or potential applications):

#### a. Duplexes:

The topic of duplexes was discussed in terms of what the issues could be including what the minimum lot size should be, if they should have any different setbacks from single family homes, if they should only be allowed in a certain part of town, duplexes could help fulfill the state requirement for affordable housing as well as accommodate households of varying types including young families all the way to retirees, etc. Also, the Subdivision Regulations are based on the minimum of 2.5 acres per dwelling unit, thus creating regulations for duplexes should not create a conflict with the rest of the regulations. In the past, there has been a controversy over the issue of duplexes, which is one of the reasons why the subject needs to be discussed in more detail so that the implications of the proposed changes can be understood before making any final decisions. The consensus was to make the topic of duplexes a high priority in Phase II of the update to the Zoning Regulations. D. Fey encouraged the Commission to do the community visioning during the POCD Update so they can address the big policy change subjects listed in Phase II and incorporate them into the POCD. Any policy changes within the Zoning or Subdivision Regulations need to be supported by the POCD.

### 7. DRAFT Zoning Regulations resume review at Article V, Section 3.I

The following changes were agreed to by the Subcommittee. Minor clarifications or deletions were made to clarify the meaning, where significant changes were made, they are included below, **bold** text is added, ~~crossed-out~~ is deleted. (The whole document with all changes from this meeting incorporated is on file with the Town Planner.)

Article V, ~~§~~ Section 3 **Zoning Permit Requirements**

**G. Approval from Health Department when required;**

**K. The ZEO or the Commission may require a plan or sketch drawn to scale showing any or all of the following;**

1. **Boundaries**, north arrow, dimensions and area of the lot. The Zoning Enforcement Officer or the Commission may require a Class D, C-1 or A-2 survey where that level of accuracy is deemed necessary, or where otherwise required in these regulations

~~Zoning permit plan, 1 inch = 40 feet scale (1 inch = 20 feet or 1 inch = 100 feet or 1 inch = 200 feet scales may be approved by the Zoning Enforcement Officer, where appropriate, provided all necessary information can be adequately presented) in a scaled sketch plan or survey plan form. The Zoning Enforcement Officer or the Commission may require a Class D, C-1 or A-2 survey where that level of accuracy is deemed necessary, or where otherwise required in these regulations and 24 inch x 36 inch plan dimension, including the following:~~

~~L. Boundaries, north arrow, dimensions and area of the lot;~~

4. Locations of all existing and proposed buildings, structures and uses, including but not limited to driveways, parking areas, well, septic system, abutting streets, **utilities** ~~utility poles~~ along existing frontage or within the lot (furnish i.d. numbers **of poles**), and signs;
6. Locations of all wetlands and watercourses, and whether field located by a soil scientist or **derived from USDA soils survey transposed from the Woodstock Official Wetlands Map;**

[D. Fey will check to confirm if this is the above is the correct title of the soil data.]

7. Location and arrangement of planned erosion and sediment control measures. **when required** (~~applicants should note that a detailed erosion and sedimentation control plan is required for all activities and/or proposals disturbing an area larger than one-half acre (except construction of a single family home on a lot that is not part of a subdivision or resubdivision), as required under CGS Sections 22a-325 through 22a-329 inclusive Public Act 83-388, as amended, and as required in Article \_\_\_, Section \_\_\_ of these regulations;~~);
8. Location of **the federal 100-year floodplain and base flood elevation data, as determined by or for the Federal Emergency Management Agency under the National Flood Insurance Program, and comprising all special flood hazard areas inundated by 100-year flood;**
10. **Name, signature and address of the applicant and the legal owner of the property.** ~~name of property owner, and~~
11. **Street address of the property;**

15. In the case of real property, the record title to which is held by a trustee of an undisclosed trust, a sworn statement disclosing the name of the equitable owner of real property or the beneficiary of the trust;
  16. ~~The Commission or ZEO may require an applicant or property owner to demonstrate compliance with the total allowed lighting requirements of these Regulations. The Commission or ZEO may require:~~
    - a. ~~a lighting plan showing the location, height, type and number of outdoor lighting luminaires; an isodiagram showing the intensity of illumination expressed in footcandles at ground level; and/or any other information as required;~~
    - b. ~~professional engineering review; or~~
    - c. ~~a special permit application based upon the scope and complexity of the applicant's proposed use.~~
- K. Any other information deemed necessary by the Zoning Enforcement Officer or the Commission for a determination that such proposed use, activity, building or structure is in conformity with these regulations.

The proposed section shown below regarding 'Waivers' was deleted.

**Article V, C, ~~Section 1~~ Waiver**

~~The applicant shall submit all of the foregoing materials to the Zoning Enforcement Officer or to the Commission. The Zoning Enforcement Officer or the Commission may, upon written request by the applicant, waive one or more of the submission requirements of subsection \_\_\_ if the applicant can demonstrate to the satisfaction of the Officer or Commission that the such requirement(s) is not needed to reach a decision on the application.~~

The following list was moved from where it was originally proposed following the Waiver section above to "Article V, ~~A~~, Section 1 General"

- C. Zoning Permits are required for, but not limited to:
1. New construction,
  2. certain types of renovations,
  3. Change of Use,
  4. Signs,
  5. Driveways on Town Roads,
  6. Excavation,
  7. Home Occupation, and
  8. Lighting.

8. DRAFT Zoning Regulations, Article VII

Motion to table review of Article VII to the next meeting (J. Gordon, M.D./ G. Dickinson, M.D.). All in favor, motion carries.

9. Agenda for next meeting

- a. April 5, 2012 Subcommittee meeting: to resume with review of Article V Section 5.C and then VII or as set at the 3/22/12 meeting.
- b. Extra Subcommittee meeting?  
An extra meeting will be scheduled for Thursday, March 22, 2012 at 7:30 p.m. The agenda will be to resume review of Article V Section 5.C and then VII

10. Adjournment was at 9:29 p.m. (J. Gordon, M.D./ G. Dickinson, M.D.). All in favor, motion carries.